

DEPARTMENT OF THE ARMY

Vacancy Announcement Number: NEGE04057878

Opening Date: January 26, 2004

Cut off Date: January 30, 2004

Position: Program Support Assistant (OA), GS-0303-6/07

Salary: \$30,084 - \$43,456 Annual

Place of Work: US Army COE- Baltimore, Civil Works Branch, Engineering Division

Duty Station: Washington, DC

Position Status: This is a Permanent position. -- Full Time

Number of Vacancies: 1

Duties: Provides administrative assistance to Branch Chief and Branch staff. Acts as advisor to and coordinator for the Branch Chief on all personnel matters. Responsible for personnel administration, recruitment and training issues and for adequate space and equipment for Branch staff. Responsible for the Branch budget and hand receipt items. Also responsible for the adherence to regulations for establishing the retiring files and records systems. Formulates office policies and assures their compliance. Carries out special assignments as directed by supervisor and conducts studies in connection with administrative problems to locate and recommend areas for correction. Performs other duties as assigned.

Who May Apply:

- All Federal employees serving on a career or career-conditional appointment.
- Department of Defense employees serving on a Career or Career Conditional Appointment. Army employees serving on career or career conditional appointments or equivalent.
- Reinstatement eligibles.
- Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.

Qualifications:

CANDIDATES MUST MEET SPECIALIZED EXPERIENCE that has equipped the applicant with the particular knowledge, skills and abilities to perform the duties of the position and that are typically in or related to a variety of administrative, technical and office automation duties to include personnel administration, recruitment and training issues; manpower and budget, collecting data and statistics in preparation of various reports and filing.

Typing - Any Grade: Qualified typist is required (40wpm).

GS-06 and above: One year of experience directly related to the occupation and equivalent to the next lower grade level. Education is not creditable, however, graduate education may be

credited in those few instances where the graduate education is directly related to the work of the position.

One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.

Other Information:

- Management may select at any of the grade levels announced.
- Noncompetitive promotion potential to target grade.
- Permanent Change of Station (PCS) expenses are not authorized.

Other Requirements:

- Personnel security investigation required.
- You will be required to provide proof of U.S. Citizenship.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

How to Apply:

- Self-nomination must be submitted by the closing date.
- Resume must be on file in our centralized database.

Point of Contact: Taunya Stewart, NECPOC, 410-306-1208

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.